ACADEMIC & GRADUATE - ONLINE RENEWAL PROCESS GUIDE

A Guide demonstrating how to return a Faculty/Academic professionals (ACD pay group) & Graduates from Short Work Break.

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**ACADEMIC & GRADUATE - ONLINE RENEWAL PROCESS GUIDE**

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How to Renew Employees on Short Work Break

There are several situations that will determine how a Renewal/Hire is set up in PeopleSoft by the Departments. Please use the following guide to help you determine how to set up your Non-Staff hires in the PeopleSoft System. This excludes Staff Hires and Student Workers.

<table>
<thead>
<tr>
<th>Applicable to</th>
<th>On Short Work Break</th>
<th>Not on Short Work break (expected job end date within current session)</th>
<th>eHire process</th>
<th>Online Renewal process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty (ACD)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Academic Prof (ACD)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Graduate (GRD)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Faculty (ACD)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Academic Prof (ACD)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Graduate (GRD)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Faculty, Acad Prof or Graduate (renewal with a new position number)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Faculty &amp; Acad Prof (FSW)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>New Hires (GRD, ACD &amp; A12)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Winter/Summer Hire (need to create new SUM/WTR job record)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

*If you need to process a renewal and the online renewal period has closed for that academic hiring session please use the eHire process.

**Graduates should no longer be renewed by using Manager Self Service.

Faculty and Academic Professionals in the A12 pay group were automatically renewed effective 6/30/2008. Those in an active job with the A12 pay group were rolled off contract pay and placed on frequency “B” (bi-weekly) with NO expected job end date. In order for a Faculty, Academic Professional or Post Doctoral Scholar to change their pay option from A12 to ACD they must complete the Pay option form located on the HR website under HR Forms. The Pay Option changes may only be changed once a fiscal year. These changes are made each year at the beginning of the fiscal year.

Exception Processing:

<table>
<thead>
<tr>
<th>Action</th>
<th>eHire process</th>
<th>Exception Form</th>
<th>MSS Promotion</th>
<th>Position Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Position Number (take an employee off a group position)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Online Renewal (Past Deadline)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Salary Adjustment (past MSS Deadline)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Promotion (past MSS deadline)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Position Modification</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>New Hires</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/14/09</td>
<td>Online Renewal pages will be available.</td>
</tr>
<tr>
<td>12/14/09 -1/4/10</td>
<td>Departments can Submit &amp; Approve renewals for the 12/28/2009 start date.</td>
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<tr>
<td>12/28/09</td>
<td>Nightly system process will run to place EE’s with a 12/27 end dates in short work break.</td>
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<tr>
<td>12/29/09</td>
<td>Earliest date departments will be able to see renewal data for those employees with a 12/28/2009 start date.</td>
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<tr>
<td>1/5/10 - 1/6/10</td>
<td>OHR Final review period for the 12/28/2009 start date.</td>
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**Note: The Approver will have the ability now to approve a submission at any time. Please keep in mind though that once a renewal has been approved it can no longer be changed on the renewal pages.**

Security Roles

Here are the roles that you will need in order to start the process. To check what roles you currently have, you can go to ASU HCM Custom > ASU Security > My Security Access Roles

To request a role, go to: [http://asu.edu/oasis/support/Access.html](http://asu.edu/oasis/support/Access.html)

- [ ] ASU Renewal Approval
- [ ] ASU Renewal Submission
- [ ] Component Interface HCM role
- [ ] HCM Department View
- [ ] HCM Dept Mgr Approval Proxy
- [ ] HCM Dept Tenure Manager
- [ ] HCM Dept Tenure View
- [ ] HCM Job Data View
- [ ] HCM ORSPA Redist Approval
- [ ] HCM ORSPA View 1
- [ ] HCM ORSPA View 2
- [ ] HCM Registrar View
- [ ] HCM/HR Interface Support
- [ ] HR Set Up HRMS
- [ ] OHR HR Administrator WF
- [ ] OHR Payroll Configuration
- [ ] OHR Personnel Configuration
- [ ] OHR Personnel General User
- [ ] OHR Personnel View
- [ ] OHR Query Create and Run
- [ ] OHR Query Run-Only
- [ ] OHR Tree Manager Updt
- [ ] Provost Tenure Data

**ASU Renewal Submission:** Provides you with the ability to submit & review (not approve) renewal requests for employees in the GRD, ACD and FSW pay groups who are currently on Short Work Break or have an expected job end date within the current session. The ASU Renewal Submitter is the only role that will have the ability to update the renewal data.
**ASU Renewal Approval:** Provides you with the ability to approve or return submitted renewal requests. The ASU Renewal Approval role no longer has the ability to update the submitted data. All changes are now made by the ASU Renewal submitter. The ASU Renewal Approver will only have view access to the ASU Renewal Submission pages.

Each area will need to have at least one person assigned with the **ASU Renewal Submission** role and another assigned with the **ASU Renewal Approver** role in order to process the renewal requests. It is recommended that you have both a back up Submitter and Approver for each area.

**In the last renewal session you were only allowed to have either the submitter or approver role. You can now have both roles because the system has been modified to prevent any one person from being both the submitter and approver on a given transaction.**

**Changes to the renewal page**
The online renewal pages have been updated to include the following changes:

- Separate Submission and Approval Renewal Pages
- Submitter and approver cannot be the same person on a given transaction.

**ASU Renewal Submission Page**

- Renewal, Reviewed and Submitted tabs have been added to the Submission Page.
- Renewal data can only be updated by the **ASU Renewal Submitter** and once submitted the data can only be modified if **ASU Renewal Approver** returns employee to submitter.
- Employees can be marked as reviewed (as to indicate that the department does not wish to currently renew the given employee).
- In addition to short work break, employees’ with expected job end dates within the current session will be available for renewal prior to being placed on short work break.
- Salary changes are available with an HR Review step added.
• FTE Change check box has been added so that departments can indicate if a salary change is due to a change in FTE.

ASU Renewal Approval Page

• A return functionality on the Approval page.
• Approvers have view access to the ASU Renewal Submission page.
• Approvers will no longer have access to change submitted data, Start Date, New Freq, New Salary are grayed out on the Approval page.

Online Renewal Process
This process is the front end renewal process for Faculty/Academic Professionals in the ACD (9 over 9 month) pay group, FSW Faculty/Academic Professional SUM/WTR jobs and GRD Graduates who are currently in a Short Work Break status or have an expected job end date within the current academic session. An ACD, FSW or GRD will have an end date on their job record indicating when that academic appointment will end. This is the Expected Job End Date. When the Expected Job End Date is reached an automatic process will run to place the employee on Short Work Break.

The renewal process will be available for use if your employee meets all three of these requirements:
1. Current Employee – on Short Work Break or with expected job end date in the current session
2. Working in the same department
3. Pay Group – ACD, GRD or FSW

Employees currently on Short Work Break should have a Payroll Status of Short Work Break in job data:
Faculty, Academic Professionals & Graduate jobs in an **Active Status** will only be available on the renewal page if the employee has an expected job end date within the current renewal session (i.e. Spring Renewal starts 12/28/2009 employee must have an expected job end date between 12/27/2009-2/21/2010).
**Boxes highlighted in blue are future enhancements. In the interim submitters & approvers will need to review renewal pages daily.**
Exceptions to the Renewal Process will need to be processed as follows:
Faculty & Academic Professionals that do not appear on your renewal pages can be returned using the eHire process. Please refer to the eHire Guide for further instructions on this process.

The Data Management Exception form cannot be used to return a Graduate/Academic Professional/Faculty/Post Doctoral Scholar from Short Work Break. If your employee does not appear on your renewal page or if you have missed the renewal period for the current academic term, you may submit your renewal by using the eHire process. Once the eHire has been received by Data Management the employee will manually be returned from Short Work Break. Data Management Exception forms received for requests to return an employee from SWB will be returned.

All hiring business process guides are located on the HR Data Management website under Resources: http://www.asu.edu/hr/datamanagement/index.html

Navigating to the Renewal Page

Step 1: From the Main Search Menu in PeopleSoft, Go to ASU Customizations > ASU HCM Custom > ASU HR> ASU HR Renewal.

Note: The security roles are available for request throughout the year but the ASU HR Renewal pages will not always be available for processing. The ASU HR Renewal pages will be open for approximately 2 months during each academic term. If you do not see the ASU HR Renewal pages please verify that you have received the correct security roles. Refer to page 4 of this guide in reference to the security roles that will be needed. If you have requested the security roles, have received the approval email and do not see the ASU HR Renewal link please submit a UTO CRM ticket: https://www.asu.edu/go/support/

Renewal Submission Page

ASU Customizations > ASU HCM Custom > ASU HR> ASU HR Renewal> ASU Renewal Submission
Renewal Approval Pages

ASU Customizations > ASU HCM Custom > ASU HR > ASU HR Renewal > ASU Renewal Approval

*Note if you only have the Approval security role you will have view access to the ASU Renewal Submission page. If you have both the Submission and Approval security roles you will have full access to both the ASU Renewal Submission and ASU Renewal Approver pages but you will only be able to either submit or approve for a given transaction.

Renewal Search Page

Step 2: Enter your Dept and click Search.

Please note: a department code may be listed multiple times if there are employees in the ACD, GRD and/or FSW pay groups within the department. Each pay group within that department will need to be selected separately in order to process renewals for an entire department.
Refining Your Search

Your search can be limited to first 3 digits of the department code (i.e. B17) in order to pull up all departments within a VP area. You can also search by Pay group (ACD, GRD or FSW) or by the department description. You may refine your search criteria by including a combination of search fields such as Department & Pay Group, Department & Term, etc. The searches will be limited to the department codes that you have security access to review.
The search can also be filtered by the **Term**. This will display all pay groups within your department that are available for processing during the academic term selected. The term is the semester that you will be processing renewals for:

- **Summer**: Summer Session for Academic SUM/WTR & Graduate Jobs
- **Winter**: Winter Session for Academic SUM/WTR & Graduate jobs
- **Fall**: Fall Session for Academic & Graduate jobs
- **Spring**: Spring Session for Academic & Graduate jobs
Please note: if you select a **Term** which is not currently available for processing you will receive an error message “No matching values found”. The online renewal process will be open at the beginning of the upcoming academic session(s) and will remain open for backdating 1-2 months after the session has begun. Once the online renewal period has closed no further renewals may be processed for that session.
Step 3: Select the department you wish to renew.

GRADUATE WINTER RENEWALS THAT RUN CONCURRENT WITH SPRING SEMESTER
Graduates that are available on the Spring Renewal page (i.e. appointments that begin 12/28/2009) will also appear on the Winter Renewal page. If a graduate will be working both the Spring and Winter sessions concurrently renew the graduate on the Spring Renewal page and process an additional pay for the winter earnings. If a renewal is entered on both the Spring and Winter renewal pages the Spring renewal will take precedence and the Winter renewal will not be processed.

Graduate renewals should no longer be processed through Manager Self Service. Since the renewal pages will now be available before an employee is placed on short work break, the online renewal process should be used to process the renewal. All Manager Self Service Transactions submitted using the Graduate Lateral Summer/Winter Hire or Graduate Lateral Fall/Spring Hire codes will be returned and the department will be asked to use the Online Renewal process instead.

**Please refer to the Summer/Winter hiring guide on the Data Management website for further information on how to process Summer/Winter hires.**
**Renewal Page**

The renewal page will list employees within the department code/Pay group selected on the search page. The Renewal Tab will display a record for each employee containing the frequency “Cur Freq”, salary “Cur Salary”, current expected job end date Expected End Date & pay group “Group” that is currently listed in job data.

**Expected Job End Date Field**

The Expected End Date field will indicate when your employee will be placed on short work break. A new enhancement to the online renewal process is that employees who are not currently in short work break but have an expected job end date within the current hiring session will be available for renewal prior to being placed on short work break. You will be able to submit & approve the renewal data. The process will wait until the employee is placed on short work break to add the rows that will return the employee within the new session.
Reviewing Position Data

Step 4: Review Position Data by clicking on the Position & Reports To tabs.

The Position Tab on the Renewal page contains the employee’s position data (Empl Class, FTE, Position Number, Position Title, Job Code and Reg/Temp status). Position accounting information may be viewed by clicking on the position number itself.

*Notice: The Job Code and Reg/Temp fields have been added to the position tab to further provide a more detailed review of your employee’s position numbers.

*Notice: The Earn Code has been added to the position funding information. You will now be able to view any Specific earnings that may be set up on your employee’s position number.
The **Reports To** tab on the Renewal page contains the report to information from the employee’s position number.

![Renewal Process Guide](image)

**Position Changes**

Position numbers with incumbent(s) may not be modified if the incumbent(s) job is not in an active status and if the modification will change the benefits on the position in any way (including benefits such as Retirement, Long Term Disability and Workers Comp). Please be aware that it is possible for employees on Short Term Temp and Seasonal positions to be eligible for Retirement, Long Term Disability and Workers Comp. If you need to make a position change on an employee whose job record is not active, please process an action to make the job record active first; once the employee’s job record is active position changes can then be submitted.

**Position Changes while an Employee is on SWB or is getting ready to go on SWB**

Most position changes may not be made on job data while an employee’s is on Short Work Break or is getting ready to go on Short Work Break. Position changes with an effective date greater than the current expected job end date cannot be made. These changes are causing adverse affects to employee’s benefits. Changes submitted for an employee on SWB that affect benefits will be returned to the department by Position Data Management requesting that they wait until the employee has been Return from Short Work Break to submit a position change.

**Moving an Employee on to a New Position Number**

To move an employee on to a new position, please complete the **Data Management Exception** form. If your employee is on Short Work Break or getting ready to go on Short Work Break, Position Data Management cannot place an employee on to a different position number. Position changes with an effective date greater than the current expected job end date cannot be made. These changes also have adverse affects on benefits if done while the employee is on Short Work Break. Please wait until your employee has been Returned from Short Work Break before submitting a Data Management Exception form to place your employee on a new position number.
**Position Changes that CAN be processed for Employees on Short Work Break**

Employees on Short Work Break may have the following changes made to their position numbers:

1. Reports To
2. Department Code
3. Maximum Head Count
4. Funding

**Expanding the Renewal Page**

The page can be expanded to display the Renewal, Position & Reports To data in one display.

![Renewal Page Screenshot](image)

To close the expansion view simply click back on the **Tab Expansion** button.

The Renewal page will display up to 50 employees in a single view. If more than 50 employees exist in the department use the left & right arrows to review the rest of the employees in that department/pay group or you may click the **View All** button to display all employees on one page (if less than 100 employees).
TIP: Always submit prior to going back and forth between the various tabs (Renewal, Review or Submitted) on the pages so that changes are not lost.

Submitting Renewals

Renewal tab

NOTE: You will need the ASU Renewal Submission role in order to have the ability to submit renewal data. The ASU Renewal Approver role will not have the ability to submit employees for renewal only the ASU Renewal Submission role can update & submit renewal data.

** If you have the Renewal Approver role you will have view access to the submission page.

**If you have both the Renewal Submitter and Renewal Approver roles you will have full access to both the Submission & Approval pages but can only submit or approve on a given transaction.
Submitting Renewals

Step 5: Select the employee(s) by checking the Submit boxes next to the employee you wish to renew. Once the Submit box is checked the *Start Date, New Freq, and New Salary fields will open up for editing.

Step 6: The default start date will depend on the term that is being processed. Click on the magnifying glass to change the start date if applicable. (i.e. Fall Session the default start date is 8/10/2009 and for the Spring and Winter session the default start date is 12/28/2009). You will not be able to back date (i.e. enter a start date) prior to the start of the academic term. For example if the academic term begins on 12/28/2009 you may not back date a start date prior to 12/28/2009 (i.e. 12/14/2009). The Academic Term Start Date for the term you have selected is referenced at the top of the renewal page.
Please note the system will not allow for you to enter an online renewal for an employee who has an **Eff Date** greater than the *Start Date* you are wishing to renew for (i.e. **Eff Date** = 1/11/2010, **Start Date** = 12/28/2009). The **Eff Date** is the most recent date added to your employee’s job record (such as a Data Change, Position change, Promotion, etc). If you need to renew an employee who has an **Eff Dt** after the start date that you wish to select you will have to submit your renewal through the eHire process. The **Eff Dt** is visible by clicking on the tab expansion button.

Select the Renewal Date (**start date**) from the look up table.  
**The Look Up Start Dt** will vary depending on the term you are processing. You will only have the start dates that are available for the academic term you are processing.

- **Fall Start Dates**: 8/10/2009-12/27/2009
- **Spring Start Dates**: 12/28/2009-5/16/2010
- **Winter Start Dates**: 12/28/2009-1/24/2010
- **Summer Start Dates**: 5/17/2010-8/09/2010

The **Academic Pay Schedule** can be located on the web at: *[http://www.asu.edu/hr/payroll/paycalendar.html](http://www.asu.edu/hr/payroll/paycalendar.html)*. This is a helpful tool to use when trying to determine the pay frequency based on the Academic Start and Stop dates.
**Step 7:** Review pay frequency and update if appropriate.

The current frequency from job data will automatically be defaulted in the **New Freq** field. If the current frequency from Job data is outside of the allowable frequency range, the New Freq will be defaulted to a frequency within the range that is nearest to the current frequency. Review the new frequency. Click on the magnifying glass to change the pay frequency if applicable.

**Note:** The pay frequency is the number of pay periods within the Appointment period.

Select the **Frequency** from the Look Up table

Notice: The **Look Up New Freq** will vary depending on the term you are processing

### Examples of Pay Frequencies:
- **Full Academic Year** – 8/10/2009-5/16/2010 (ASU20)
- **Winter Session** – 12/28/2009 –1/24/2010 (ASU02)
- **Summer Session** – 5/17/2010-8/08/2010 (ASU06)

*These dates are examples and are subject to change for future hiring sessions.*
**Note: The End Date “End Dt” will adjust once a new frequency &/or start date is selected.**

**Step 8:** Review New Salary and update if appropriate.

*Note: Due to the current hiring freeze salary adjustments can be made on the Online Renewal pages for Faculty & Academic Professionals (ACD Pay Group) but an HR review will be required prior to processing. The HR review is in place to verify that the appropriate approval documentation has been received to support the transaction you wishing to make.*

*Notice: If an HR review is required for your transaction the HR Revw Required box will be checked:*
The current salary will be defaulted from job data in the **New Salary** data field. Review each academic salary and update if appropriate.

**Note**: If the employee’s salary is changing due to a change in FTE please indicate by checking the *FTE Chg* box. This will indicate to HR Data Management that you will be increasing or decreasing the employee’s FTE once the employee has been renewed. The *FTE* check box is only informational. You will still need to process a position change to adjust the FTE on the employee’s position number once the employee has been returned from short work break.
Step 9: Once the selected renewal data has been reviewed and updated as appropriate click the Submit button.

**Note: Once a renewal has been submitted the employee will move from the Renewal tab to the Submitted tab and will no longer appear on the Renewal tab:**

**Marking an Employee as Reviewed**

A submitter now has the ability to mark an employee as reviewed, indicating that the department does not currently wish to renew the employee. Once an employee is marked as reviewed he/she will move from the Renewal tab to the Reviewed tab. While on the Reviewed tab the employee will not be submitted for renewal. If the department decides later on during the renewal process to renew employee the review status can be turned off and the employee will move back to the Renewal tab where he/she can be submitted for renewal.
Step 1: Select the **Review** boxes next to the employee you do not want to renew at this time and click the **Submit** button.

**Note:** Once a renewal has been marked as review the employee will move from the **Renewal tab** to the **Reviewed tab** and will no longer appear on the **Renewal tab**:

If it has been determined later on that the employee is in fact renewing you will need to go to the **Reviewed tab** and turn the review status off.

**Note:** Those with only the **ASU Renewal Approval** role will also have access to view the **Reviewed tab**.
Step 1: Go to the **Reviewed tab**, click the **Review Off** check box next to the employee you wish to renew and then click the **Submit** button to move the employee back to the **Renewal tab**.

Notice: The employee has moved back to the **Renewal tab** and is again available to submit for renewal:

**Submitted tab**
Once an employee has been submitted he/she will move from the **Renewal tab** to the **Submitted tab**. The renewal approval and HR Review (if applicable) history will be displayed. The **Submitted tab** contains the renewal history for all submitted employees within the Department and Pay Group selected.

*Note: Those with only the **ASU Renewal Approval** role will also have access to view the **Submitted tab**.*

**Note: Once the Renewal process has run for an employee he/she will fall off of the **Submitted tab**.
Step 1: Click on the **Submitted tab** to review the renewal history and click on the **Tab Expansion button** to view historical data.

The name of the **Submitter**, **Approver**, and **HR Reviewer** (if applicable) will be displayed along with the dates/time the action took place. If the **Approver** or **HR Reviewer** names are left blank then the approval/review has not taken place yet.

The **HR Revw Required** check box indicates whether the renewal requires HR Data Management’s review. The HR Data Management review is in place to verify whether the appropriate approval documentation has been received by OHR. If this check box is not checked then action is only required by the **ASU Renewal Approver** to successfully process the renewal.

**Note: Currently HR will be reviewing all FSW and ACD renewals. We understand that not all FSW & ACD renewals require an HR Review such as SUM/WTR Teaching and Faculty Associates, etc but the employee’s could not be filtered by job codes at this current point in time. For those FSW and ACD employees that do not require additional approval documentation HR will approve upon receipt.**
To get back to the main search menu click Return to Search.

RENEWALS

Return Employees in Short Work Break status or with Expected End Dates within current session.

Start Dates may not be backdated before the employee’s Job effective date or before the start of the Academic Session.

Department: B1735  School Social Family Dynamics  Group: ACD
Year: 2010  Term: Spring  Academic Term Start Date: 12/28/2009

Submit

Employee Renewal

<table>
<thead>
<tr>
<th>Renewal</th>
<th>Position</th>
<th>Reports To</th>
<th>Name</th>
<th>Expected End Date</th>
<th>Cur Freq</th>
<th>Cur Salary</th>
<th>Group</th>
<th>Start Date</th>
<th>New Freq</th>
<th>New Salary</th>
<th>End Date</th>
<th>FTE Chg</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>12/27/2009</td>
<td>ASU10</td>
<td>5,300.000</td>
<td>ACD</td>
<td>12/28/2009</td>
<td>ASU10</td>
<td>5,300.000</td>
<td>05/16/2010</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>ASU10</td>
<td>3,150.000</td>
<td>ACD</td>
<td>12/28/2009</td>
<td>ASU10</td>
<td>3,150.000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click Return to Search when finished

Approving Renewals

The renewal approval period is available at any time during the renewal period. Email notification will not currently be generated when renewals have been submitted. You will have to look up each department’s renewal page in order to determine which employees are ready for approval. It is recommended that Approvers review their renewal pages daily.

***Please note do not submit an online renewal approval until you are positive that the employee will be returning to work. If a renewal has been approved in error you may submit the Data Management Exception form requesting to place the employee on Short Work Break and work closely with your HR Data Management representative. In order to avoid a possible over payment though it is safer to avoid approving until it has been confirmed that the employee will be returning.

Step 10: On the ASU Renewal Dept Approval Search page, enter the department you need to approve and click Search.
The same functionality exists with the renewal approvals as does the submissions. Each department code, pay group, and Term will have to be approved separately.

*Note: Only submitted renewals will appear on the Approver search page.*
Only employees in a submitted status will appear on the Renewal Departmental Approval page:

**Notice: The employee renewal data can no longer be changed by the approver. If changes need to occur to the renewal data you will need to return the employee back to the submitter to make appropriate changes.

**Step 11:** Review the renewal data, select the Approve box(s) next to the employee you wish to approve, click the Approval button.

**Notice: The approved employee will be removed from the approval page once the approved.**
Returning a Renewal

Approvers will now have the ability to return an employee back to the submitter if one of the following scenarios occurs:

1. The employee renewal data needs to be adjusted (i.e. **Start Date**, **New Freq**, &/or **New Salary** is incorrect).
2. It has been determined that the employee will no longer be returning for the current academic session and needs to remain on short work break.

***Note: It is recommended that Submitters review their renewal pages daily in case a renewal was returned and requires further action on their part.***

**Step 1:** Click the **Return** box next to the employee you want to return.

Notice: The submitter’s name and email address is displayed. It is recommended that until there is email functionality associated with the renewal process that submitters and approvers keep in close contact with one another throughout the renewal process.
Step 2: Enter a return reason (limit 150 characters) and click the OK button.

**Return Reason Guidelines**
Please specify to which field is incorrect and what needs to be modified.

**Examples:**
- Start Date incorrect please change date to 1/1/2010.
- Pay Frequency incorrect please change to ASU09.
- Salary is incorrect please change to $8000.00.
- This person will no longer be renewed. Please change the employee to reviewed status.
- Is this change in salary due to an FTE adjustment? If so, please check the FTE box.

There is only a maximum of 150 characters allowed in the return reason. Please keep the return reason simple yet informational so that the submitter is aware of what action needs to be taken.

Notice: Once the Return Reason has been entered and you click the OK button the employee will be grayed out and Return box will be checked. The employee will now appear on the submitter’s Renewal tab again so that he/she may take further action on the employee. Once the page is refreshed the returned employee will no longer appear on the page.

Click the approve button or refresh the page to remove the returned employees from the approval page.
**Note: If you clicked the Return check box in error click the Cancel button.**

This will bring you back to the approval page where you can continue with approving the employee. The employee will appear as though he/she is in a returned status on the Approval page. Simply go out (Return to Search) and come back in to refresh the page. Refreshing the page will make the employee available for approval again.

**Reviewing/Resubmitting Returned Employees**

Employees can be returned by both the Approver and the HR Reviewer. Employees who have been returned will reappear on the ASU Renewal Submission page and will require that additional actions be taken by one with the ASU Renewal Submission role. There are various reasons why an employee would be returned.

**Step 1:** Click on the ![](return-icon.png) return icon to review the Return Details.
Notice: The name of the person who returned the employee will be displayed. If you have further questions regarding the returned employee you will want to contact the person who returned the employee.

Step 2: Review the Return Details and click the Return button to go back to the Renewal tab.
**Step 3:** Check the Submit box (if the employee just needs adjustments made to their renewal data), make any necessary edits to the *Start Date, New Freq, New Salary &/or FTE Chg* check box and click the Submit button.

**Note:** If the employee was returned because he/she no longer needs to be renewed check the Review box and click Submit.

Notice: Once submitted the employee will fall off the Renewal tab and will become available on the Approvers page again for approval.

**Nightly Renewal and Return from Work Break Programs**

Upon approving renewals an overnight Renewal process will run to insert a row with the current effective date or job effective date with a sequence (for backdated renewals) on the employee’s record to set an expected return date, the new expected job end date and update compensation if appropriate.

**Please note the processes will not run for those employees who are not currently on short work break until the employee has been placed on short work break. Once the employee is placed on short work break the process will run the next evening to set the return data for your employee.**
Once this Renewal process has run the employees who have been approved will fall off the **Submitted tab** if there are no errors identified with their record. They will remain in Short Work Break status until their Expected Return date is reached and the Return from Work Process is run. For backdated and present dated renewals, you should see the employee’s job will be Returned from Work Break within 24-48 hours from the approval. For future dated renewals, the employee’s job will be Returned from Work Break once that current pay period is reached (i.e. 8/24/2009 Start Date submitted on 08/10/2009, employee will not be Returned from Work break until the 8/24/2009 pay period). When payroll is processing no changes can be made to the job record. During payroll processing the online renewal process will not be run so there could be a period of a few days where you will not see a renewal processed.

**Employees will remain in Short Work Break status until the Return from Work Break process has been run.** The Return from Work Break process will be running nightly. Manager Self Service (AD Hoc Salary Change) will not be available for employees in a **Short Work Break** status. You will not be able to adjust their salaries until after the employee has been “Returned from Short Work Break”. It is suggested that the renewals are not approved until the academic salary has been confirmed or closer to beginning of their renewal date. If an approval has been processed and it is determined later that the salary needs to be adjusted you will have to wait until the employee has been “Returned from Short Work Break”. Once the employee has been “Returned from Short Work Break” an AD Hoc salary change can be processed to update the compensation.

### Reviewing Job

**Workforce Administration > Job Information > Job Data**

The renewal process will run overnight or once your employee has been placed on short work break to place a row on job data to set the **Expected Return Date**, new **Expected End Date** and update compensation data (as appropriate).

It is recommended that you review job data the following day after the renewal has been approved and processed.

**Step 12:** Enter the **Employee ID** number click **search** to review job data.

![Employee ID search screen](image)
On the **Work Location** tab review the new **Expected Return Date** and **Expected Job End Date**.

On the **Compensation** tab review the *Frequency, Compensation Rate* (new bi-weekly pay), & **Comp Rate** (new academic salary).

The Return from Work Break process will run every night to return employees within the current pay period or to bring back those employees with a backdated start date.
**Note: Once the Return from Work Break process has run a row will be added on job data returning your employee from short work break and setting the payroll status to Active.**

![](image)

**Submitting a Renewal through eHire**

If you run in to one of the following scenarios you will need to process your online renewal using the eHire process:

- Employee does not show up on your renewal page.
- You have missed the renewal processing period for the current academic term.
- Your employee has an **Eff Dt** on the renewal page which is after the **Start Date** that you wish to renew for.

Once you have signed in to eHire and selected the candidate to process you will complete the **Job and Compensation Information** section as follows:

<table>
<thead>
<tr>
<th><strong>Job and Compensation Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong>: Return from Workbreak</td>
</tr>
<tr>
<td><strong>Action Reason</strong>: Employee Renewal</td>
</tr>
<tr>
<td><strong>Start Date</strong>: 12/29/2008</td>
</tr>
<tr>
<td><strong>Pay Frequency</strong>: ASU10</td>
</tr>
<tr>
<td><strong>End Date</strong>: 5/17/2009</td>
</tr>
<tr>
<td><strong>Annual Compensation</strong>: 15500</td>
</tr>
<tr>
<td><strong>Per Pay Period</strong>: 1550.00</td>
</tr>
</tbody>
</table>

Please be sure to include the following information:

**Action** – Return from Workbreak  
**Action Reason** – Employee Renewal  
**Start Date** – Must be a pay period begin date  
**Pay Frequency** – Number of pay periods within the employee’s appointment period  
**End Date** – End date will calculate based on the **Start Date** and **Frequency** selected  
**Annual Compensation** – Academic salary for the appointment period  
**Per Pay Period** - The per pay period amount will calculate based on the **Annual Compensation** and **Pay Frequency** selected.

*Please note for more detailed instructions on the eHire process please visit the HR Data Management website located in the Resources section:  
http://www.asu.edu/hr/datamanagement/index.html*
Approval Guidelines in Conjunction with the Hiring Freeze

NO APPROVAL REQUIRED
Approval will not be required for the following renewals:

- Graduate (GRD) with or without a change in salary
- Faculty or Academic Professional (ACD) with no change in salary
  - Must have a current position in the ACD pay group that is currently on short work break.
- SUM/WTR Teaching Renewals
- Faculty Associates and Academic Associates (ST TEMP/Seasonal 50% or less)
- New Hires for Graduates
- FTE Increase for Graduates

APPROVAL REQUIRED
Approval will be required from the department VP or Dean until the end of the hiring freeze for the following renewals:

- Faculty or Academic Professionals (ACD) with a change in salary.
  - Approval is still required for Fully (100%) Grant-Funded positions (100% Grant-Funded positions require Dean level verification email to certify grant from external sources, non-state/university funds).
- Promotions for Faculty and Academic Professionals with NO change in salary (current salary must be within the new “promoted” grade)

Approval will be required from President Crow, the Provost or CFO for the following transactions that may need to be applied to a Faculty or Academic Professional being renewed:

- Promotions
- FTE increases
- New Hires
- Non-Fully Grant-Funded (less than 100%) Positions

Please eFax any approval documentation you may have to the Data Management at (480)993-0005 or you may email approvals to DataManagement@asu.edu.

Note: Offer letters signed by President Crow or Mark Searle would also act as approval documentation. The “Authorization to Recruit a Hire” form would not be necessary in this scenario.

Exception Processing by Data Management
The online Renewal process will now be open during each hiring period (academic term) for about 1-2 months. This will allow for you to continue to process online renewals for the current academic term also giving you the functionality to back date your renewal to beginning of the current academic term. If employees are not renewed by the renewal deadline, an eHire must be submitted in order to renew your employee. Please refer to the eHire Process Guide for further instructions on this process. The eHire Process Guide can be located on the Data Management website under Resources: http://www.asu.edu/hr/datamanagement/index.html
Online Renewal Deadlines
An online renewal for a past or current pay period begin date must be submitted and approved by Wednesday 5:00pm (i.e. the last Wednesday in the pay cycle or the Wednesday before payday) in order to be Returned from Workbreak in time for payroll processing. Online renewals submitted after 5:00pm on Wednesday will be Returned from Workbreak after payroll has finished processing and will require a pay correction in order to pay the employee for any missed payrolls.

Late Renewals
For Faculty, Graduate & Academic Professional renewals that you are finding out about late you must renew the employee with their original start date. When submitting an online renewal for an employee who started earlier in the academic term, the ORIGINAL start date, pay frequency and annual compensation must be enter on the online renewal page. It is required that if an employee worked during a period of time that the employee be compensated within a timely matter. Adjusting the start date and frequency is no longer an option. Pay corrections must be processed for all missed pay periods.

Online Renewal Exception processing
Please note the Data Management Exception form cannot be submitted to return an employee from short work break (renew an employee). All Data Management Exception forms submitted requesting to Return from Work Break will not be processed and Data Management will ask that the department submit an eHire instead. If you have missed the Online Renewal processing period or if you are having technical difficulties locating an employee on your renewal page please submit an eHire so that Data Management can manually return your employee from SWB.

New Hires
ALL new hires MUST be hired using the eHire process. If the employee is a new hire, they will need to complete all appropriate new hire paperwork. Per federal regulations, OHR cannot enter job data until the I-9 has been certified and receive by OHR. A completed New Employee Payroll packet may be e-faxed to HR Data Management (480)993-0005 or dropped off at the Employee Service Center.

Please send all original documentation (New Employee Payroll Packet, Resume & signed Offer Letter) to the Employee Service Center.

Manager Self Service Transactions
MSS AD Hoc Salary Changes & Promotions that are not processed by the MSS deadline, MSS transactions that need to be backdated or if you receive error messages you may submit your changes using the HR Data Management Exception form:
http://www.asu.edu/hr/forms/exception_fall09.pdf

The Data Management team will process eHires and Data Management Exception forms as they are received. Please keep in mind, during peak hiring periods; turnaround may take as much as 5 business days, so we encourage you to take advantage of the Online Academic & Graduate Renewal process.

For questions regarding the process, please call (480) 965-2701 or a CRM ticket may be created.